



Policies and Procedures Regarding Use of the Coralville Old Town Hall:

**407 5th Street
Coralville, Iowa**

1. Rentals may be scheduled for use of the Old Town Hall with at least two weeks advanced notice at the discussed rate of \$100.
2. Seats up to 40 guests with 6 six-foot rectangular tables available.
3. It is the user's responsibility to set up, take down, and pick up. It is expected that the room/kitchen will be left in the same condition as it was found prior to the event.
 - a. A fee of \$50/hour will be charged for clean-up costs that exceed the amount normally budgeted for daily maintenance.
 - b. Cleaning supplies are available on site
 - c. Garbage removal is the renter's responsibility***
4. Decorations may be placed throughout the facility but must leave no marks or residue when removed or placed on exhibits. The use of glitter or confetti is not permitted. Absolutely no nails, staples, tacks, or tape/adhesive that causes damage or leaves residue may be used to hang decorations. All decorations and materials used to hang decorations must be removed from the interior and exterior of the facility at the conclusion of each rental. Candles are not permitted.
5. If shades are opened, please close before locking up.
6. The exhibits are to not be touched, taken down, or tampered with.
7. No off street parking available.
8. Smoke-free facility.
9. Holiday availability is limited. Please inquire.
10. JCHS Members receive a discount.

Date Approved: _____

Fee Schedule Approved by: _____

Please contact the Johnson County Historical Society at 319-569-4502 or email alexandra@johnsoncountyhistory for any additional questions or comments.